

Jamille Singletary

Denver, CO

singletaryjos@gmail.com

7197176614

Authorized to work in the US for any employer

Work Experience

Amazon Flex Driver

Amazon - Denver, CO

January 2019 to Present

Loading personal vehicle with packages .. successfully Delivering each packet to homes and businesses in a timely matter on day-to-day basis..

Security Officer (Full-time)

Purina - Denver, CO

December 2018 to Present

Checking trucks in and out of the facility. Receiving tracking numbers for each individual to log into the book as well as for security purpose, Guiding each driver to their drop-off and or pick up destination. Also walking the premises to ensure that the facility is secure.

Flagger

Rocky Mountain Flagging - Denver, CO

May 2016 to January 2018

Knowledge of sign parameters, single lane operation, and hand signals. Exceptional attention to detail. Knowledge of various traffic signal operations and direction of traffic.

Material Handler/Stocker

D.O.C. Central Warehouse - Denver, CO

Verified products and compared P.O's such as manifests, packing slips, or invoices to verify quantity, vendor, and product information. Responsible for freezer and cooler operations, generating pull order tickets for multiple facilities throughout complex. Stocking/FIFO of various meat and dairy products. Verify completion of orders. Completed all documentations. Sanned, Faxed and emailed to various department heads of food service. Daily operation of pallet jacks. Pick order operations (i.e. cans, bags, chemical). In association with confirmation of expiration dates, damage and exceptions.

Material Handler

Observatory Home Tech - Denver, CO

Entry level installation. Maintenance/repair, telecommunications. Troubleshooting and repairing systems.. Adding additional requested services/equipment for existing customers.

Education

N.C.C.E.R

Warren Technical College - Denver, CO
March 2012 to May 2016

High school Diploma

Skills

Shipping-UPS,FedEx,LTL Freight loading,Generate manifest. Product verification by family grouping. Order processing-Selection,Stocking,FIFO process. Receiving-Verify invoices,Manifests,Packing slips record comparison.Catch Weights Perpetual inventory. Pallet Jack-Single,Double,Manual,Electric.Inventory Planning,Control and Distribution. Forklift. (3 years)

Certifications/Licenses

Forklift Certified

December 2017

Additional Information

I am a motivated team player, Ambitious and hard working. Goal oriented toward being proactive by working with others to obtain objectives. I am a perceptive quick learner with strong communication, Interpersonal, and problem resolution skills. Able to function with minimal to no supervision in a changing dynamic environment.